

ODP-81-401  
30 March 1981

MEMORANDUM FOR: Chief, Audit Staff

FROM : Bruce T. Johnson  
Director of Data Processing

SUBJECT : Report of Audit, Office of Data Processing,  
For the Period 1 July 1978 - 30 September 1980

REFERENCE : Your Memo, Same Subject, dated 20 February 1981

The subject report was attached to the referent memorandum. You asked to be informed of actions taken on the recommendations contained in the report. The actions we have taken or will take on each recommendation are indicated in the attachment to this memorandum.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachment: a/s

cc: DD/P/ODP  
C/OD/ODP  
C/ED/ODP  
SO/ODP  
PO/MS/ODP  
C/P&PG/MS/ODP

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Actions Taken on  
REPORT OF AUDIT  
Office of Data Processing  
For the Period  
1 July 1978 - 30 September 1980

Recommendation #1: Formally designate a position as Operations Security Officer, establish written responsibilities for the position, and have the incumbent report to the Deputy Director ODP/Processing to ensure adequate authority to administer an effective operations security program.

ODP Action: A position as Operations Security Officer was established in the ODP Operations Division. The incumbent will report to the Deputy Director of Processing as frequently as necessary to ensure that there is adequate authority to administer an operations security program.

Recommendation #2: Identify and prioritize the Agency's emergency ADP requirements and develop written operating procedures to ensure a successful exchange of applications between the two computer centers. Also provide for periodic updates and tests of the plan after development.

ODP Action: A project has been initiated to insure that major applications can run in each of the two ODP Computing Centers. As a first step, a large batch job that is normally processed in the Ruffing Center can be executed in the Special Center when necessary.

Two planning documents will be written during the next twelve months. One entitled tentatively "Definition of Responsibility In Case of Disaster" will cover actions necessary for ODP to provide service with limited resources. The other tentatively entitled "Restoration Plan" will specify the steps necessary to restore a service after its destruction. After the plans are completed they will be tested periodically and updated when necessary.

Recommendation #3: Continue efforts to improve fire safety with the Special Center.

ODP Action: The following efforts are underway to improve fire safety within the Special Center:

- ° Two additional exits will be added to GC47, one at the entrance of the library and the other in the location of the present office space. This should be completed within the next six months.
- ° An overhead dry pipe is scheduled to be installed in both computer centers in FY 1982. GSA has our work order and construction is subject to GSA Funding.
- ° We are investigating the feasibility of installing a HALON System underneath the floor.